

# AGENCY INFORMATION SHEET

## WATCH OUT SITUATIONS

### INCORRECT ADDRESS OR CLOSED DIRECT DEPOSIT



The most common issue with check mailing addresses is the casual is not listed to receive mail at the Post Office Box.

When the casual does not update their profile, the Treasury check is delivered to their old address.

With a closed account, either the direct deposit was rejected and returned to the Treasury or the casual owed bank fees and the bank used the payment to satisfy the debt.



### 2 HOUR MINIMUM AND DUPLICATE HOURS



In the AD Pay Plan, minimum compensable time allowance for each work period is 2 hours. Thereafter, time must be computed in 15 minute increments. The Agency will be called when there is less than 2 hours and there isn't previously submitted time for that work date. When submitting the OF-288, assure there are no duplicate hours.

The most common mistake is of a clerical nature - Example: time submitted for same day.

**Start/Stop time must be in military time, and month/day must be complete on the OF-288.**

### CALENDAR YEAR HOURS

The AD Pay Plan designates limits for training, instructor and hazardous fuels hours per calendar year. Maximum training hours may differ for each agency.

- Training "should not exceed" 80 hours
- Instructor "not to exceed" 120 hours
- Hazardous Fuels "no greater than" 300 hours



If time submitted for Instructor or Hazardous Fuels hours is over the limit for the calendar year, the time will be referred back to the Agency. For prescribed fire projects, the AD Pay Plan does not authorize mechanical or chemical reduction projects.

### W-4 & TRIBAL EXEMPTION FORMS

The W-4 form must be legible with correct Social Security Number (SSN) and the correct spelling of name. If casual is claiming exemption from taxes, the W-4 must be completed correctly. ("Exempt" must be written in block 7 and block 5 and 6 must be left blank).

All required information on a Tribal Exemption form, including the SSN, is needed. Additional documentation required as an attachment to the Tribal Agency form must be supplied— Example: Copy of Tribal ID card. Note: To identify annual exemption from tax liability, a current year signature is required.

### TIME OFFICER AND APPROVING OFFICIAL SIGNATURE

The Time Officer Signature (TO) on the OF-288 must be original and preferably any color of ink besides black. The signature on the batch memo needs to follow Agency specific guidelines in regards to the Approving Official (AO) list requirements. If the AO or the TO Signature is missing it will be made an issue and your Agency will be called.



### FAXES

Identify the individual's name or department on a fax cover sheet when working with a specific person. This will ensure the information is received and the payment process can be continued.

### GUARANTEE/ CONTINUATION OF PAY (COP) HOURS

Casuals assigned to an incident at their point of hire are not entitled to guaranteed hours on normal days off. This is considered off-shift time and is non-compensable.

COP is available for a **maximum of 45 days**. It begins with the **first day after the day of injury and ends when the casual leaves the incident, or when the casual is released from duty**, whichever occurs first. COP is not given for occupational disease or illness and COP may not be paid after a termination date that was established prior to the injury. Indicate "COP" in the start/stop columns and record 8 in the hours column for each full day of disability.

### COST CODES

The cost code should be complete and the Position Title and AD Class should accurately reflect the rate of pay for the duties performed.

### SOCIAL SECURITY NUMBER (SSN)

To work under the AD Pay Plan, the SSN is required. This applies to US citizens as well as non-resident aliens.



The Casual's name and SSN on payment documents should match the name on the Social Security Card to eliminate delays in payment.



### EXCEPTION POSITIONS

When submitting time for an exception position, ensure the Agency required description and approval is complete with Position Title and AD Class. Please submit with each payment to be processed.



### STATE TAXES

State taxes must be withheld for the state in which the casual is hired, unless a reciprocal agreement is in place for that state. The casual can request withholding for another state by submitting the appropriate state form. Acceptable forms that may be used to update state taxes:

- Specific State Tax form
  - W-4 Federal form with the words "State only" or "Federal and State" written on it (if "State only" is indicated, nothing but the tax information will be updated).
  - Tribal Exemption form
  - State Tax Removal form
- All requested information on a **Tribal Exemption** form must be legible, complete, the form signed, current year dated, and must include required attachments (i.e. copy of tribal card).

### Find forms at:

[http://www.nifc.gov/programs/programs\\_PaymentCenter.html](http://www.nifc.gov/programs/programs_PaymentCenter.html). There you will find the current forms used by the CPC.

### EMT'S and ENOP

Emergency Medical Technicians (EMT) can take a pack test but may not oversee the pack test. Engine Operator (ENOP) is not an approved position title for BIA. If time is submitted for an ENOP by BIA, payment cannot be processed and will be referred back to the Agency.



**Contact us at:** Casual Payment Center, 1249 S Vinnell Way, Suite 108, Boise, ID 83709

**Toll Free:** (877) 471-2262 or (208) 947-3790, **FAX:** (208) 947-3799 **Email:** [casual\\_pay@blm.gov](mailto:casual_pay@blm.gov)

**Website:** [http://www.nifc.gov/programs/programs\\_PaymentCenter.html](http://www.nifc.gov/programs/programs_PaymentCenter.html)

